



ACADEMIC AFFAIRS

Course Modality Modification Guidance: Fall 2022

August 3, 2022

The process below is designed to provide consistent and transparent decision-making regarding temporary modality modifications for the fall 2022 semester. This process goes into effect as of the date of this document.

Procedure	In cases where a faculty member communicates a request for a modality change related to COVID-19 to the department chair/school director and where details of an individual's personal medical circumstances are not disclosed, the department chair/school director should follow the Modification Request Review Process below. The procedure should be followed for each instance of a request for modality change.
Modification Request Review Process	<p><u>Step 1:</u> The department chair/school director should validate that the request is for a temporary modality modification (up to 10 days). (Note: The duration of temporary modality modification is based on current CDC and campus guidelines that require individuals to isolate for 5 days from the date of the positive test and then continue to take precautions until day 10.)</p> <p><u>Step 2:</u> Determine if the reason for the temporary modality modification request is based on one of the following circumstances:</p> <ol style="list-style-type: none">1. The faculty member must quarantine due to exposure or illness, but the faculty member feels well enough to continue to deliver course content online. If the faculty member is not well enough to deliver course content, they should work with the department chair/school director to identify a course coverage plan.2. A significant portion of the students in a section cannot attend class due to quarantine requirements and through consultation with the department chair/school director it is determined that it is in the best interest of the students to make a temporary modality change. This provision allows the faculty member to begin delivery of course content in a consistent manner to all students.3. The faculty member must provide eldercare or childcare for someone who is quarantining due to exposure or illness and is unable to care for themselves. <p>If one of these three conditions apply, authorize a temporary modality shift for up to 10 days, provide student notification, and notify your dean's office for tracking.</p> <p>If none of these circumstances apply, continue to step 3.</p> <p><u>Step 3:</u> Communicate with the Dean's Office the circumstances that are resulting in the modality modification request. The Dean's Office should consult with the Office of the Provost to determine if the circumstances warrant a temporary modality modification to ensure consistency and equity across the university.</p>
Banner Coding Implications & Tracking	Temporary modality changes will not result in Banner course attribute updates; however, all temporary modality modifications should be tracked by the respective Dean's Office. <u>Note:</u> College Dean's Offices will be asked to submit these tracking spreadsheets to the University Registrar at the end of the semester.
Student Communication	Faculty must communicate to students appropriate expectations regarding modality modifications, including any necessary updates to the course attendance policy. Faculty should ensure that the course syllabus reflects appropriate expectations given the temporary modality modification.